

## 17.110 REQUISITION AND INVENTORY CONTROL: EQUIPMENT, SUPPLIES, AND SERVICE

### ***Procedure:***

#### A. Form 10, Monthly Supply Requisition

1. Use Form 10 to order in-stock supplies.
  - a. Enter the amount needed in the "Quantity" column.
  - b. The person completing the inventory and the unit commander will initial the Form 10 on the "Requesting Unit" line behind the unit's name.
  - c. Send the Form 10 to the Supply Unit by the 25th day of each month.
  - d. Supply Unit personnel will deliver filled monthly requisition orders to the individual districts, sections, and units.

#### B. Form 630, Equipment/Supply/Service Order Form

1. Include the following information when completing a Form 630:
  - a. Name, badge, unit, organization code, and phone number.
  - b. Quantity of item.
  - c. Model, catalog, or item number.
  - d. Description of item.
  - e. Vendor name (if in question whether it is a contract item, please contact Supply Unit).
  - f. Price of item.
  - g. Vendor address with phone number, if not a contract item.
  - h. Shipping charges; if no shipping charges, please state this on Form 630.
2. District, section, and unit commanders will review, approve, and initial all Form 630s. Submit approved Form 630s through the Division Commander to the Evidence/Property Management Section. The Finance Management Section will begin one of the following:
  - a. Stock Items: Determine if the requisition is for a stock item(s) in supply at 800 Evans and/or City Stores.
    - 1) The district, section, or unit will pick up requisition orders at the Supply Unit.

- b. Local Contracts for Equipment/Supplies: Process requisitions for equipment and supplies that are not stock items but can be purchased from local suppliers who have a blanket contract with the City's Purchasing Department.
    - 1) Blanket contracts are arranged by the Purchasing Department and are subject to change without notice. Contact the Finance Management Section to determine if the local company is still contracted to do business with the City before preparing a Form 630.
    - 2) Respond to the Supply Unit for a Term Purchase Release.
  - c. Services: The Finance Management Section will process a requisition for services provided by Department personnel and/or other City Departments (moving office equipment, electrical wiring, plumbing, etc.) that is less than \$100.00.
  - d. \$100.00 Limit: Route directly to the Patrol/Resource Division Commander requisitions for services and/or supplies listed in Sections B.1.b. and B.1.c. that require spending more than \$100.00.
- 3. Equipment/Supplies and Services not provided by the Police Department or other City Departments: Requisitions for equipment/supplies and services not provided by the Police Department or other City Departments, except Information Technology Management Unit (ITMU), will be routed to the Finance Management Section.
  - a. The Finance Management Section will review the requisition and authorize the spending of funds or refer the request to the Department's Resource Allocation Committee for approval or disapproval. Members of this committee are bureau commanders.
- 4. Submit a Form 630 for unforeseen emergency needs.
  - a. A Form 17 fully describing and justifying the unforeseen emergency must accompany the Form 630.
- 5. Order items or services paid for with grant funds on a Form 630.
- 6. Supply Unit will accept delivery of items, apply inventory numbers, and update inventory records before delivery to requesting units.
  - a. The Finance Management Section will determine which items should be delivered directly to the requesting unit because installation is required or the item is too heavy for police transportation and will provide the necessary delivery instructions.

### C. Inventory - Office and Technical Equipment

1. The Supply Unit Commander will maintain an inventory record of all Police Department office and technical equipment of substantial value or readily susceptible to loss or theft. (ITMU will maintain the inventory within their unit.)
  - a. The Supply Unit Commander will determine which articles to record on the inventory, following Supply Unit SOP.
  - b. Articles will be identified by a four or five digit tag attached to each item.
2. Supply Unit will provide each district, section, and unit commander with an inventory of equipment assigned to their unit.
3. The OIC of each district, section, or unit will be responsible for all office and technical equipment under his control. He will:
  - a. Conduct an inventory and inspection of equipment by January 15 of each year. Submit results to the Supply Unit within 30 days.
  - b. Conduct an inventory and inspection of equipment within 30 days upon change of district, section, or unit commander. Submit results to the Supply Unit.
4. The OIC of each district, section, and unit will submit a Form 630 through channels requesting the transfer of equipment between districts, sections, and units.
  - a. A representative of the Supply Unit will sign the completed Form 630.
    - 1) A district, section, or unit representative will sign the Form 630 showing receipt of the equipment transferred.
  - b. When necessary Supply Unit will help with the transfer by providing personnel and equipment for the move. The Supply Unit records once the transfer is completed.
5. The unit OIC will, via a Form 630, request Supply Unit to pick up and return to stock any large equipment no longer needed in that unit.
  - a. Units will transport, along with a Form 630, small pieces of equipment to the Supply Unit.
  - b. A representative of the Supply Unit will sign the Form 630s as having received such equipment.
6. Return broken, worn-out equipment, etc., to the Supply Unit for disposal according to City Purchasing rules. Such items, even though only scrap, are sold and money returned to the City Treasurer.

- a. Document the return of these items on a Form 630. A representative of the Supply Unit will sign the Form 630 as a receipt for the equipment.
  - 7. Unit commanders will be alert for equipment without identifying tags or tags which have been defaced or removed. Bring such conditions to the attention of the Supply Unit so the condition can be corrected.
  - 8. To ensure unit inventory books are current, complete, and correct, Inspections Section will conduct periodic random audits of unit inventory books.
- D. Inventory - Consumer Supplies
- 1. District, section, and unit commanders will keep consumable supplies (paper, pencils, film, paper clips, flares, etc.) under the control of designated personnel. Maintain a perpetual inventory to prevent the need for a total monthly recount.
    - a. Access to such supplies should be available whenever a unit is open for business, yet still under the control of designated personnel.
  - 2. District, section, and unit commanders will develop a Standard Operating Procedure (SOP) to meet individual unit needs and help personnel obtain supplies from unit stock. The SOP should:
    - a. State the location of various supplies.
    - b. Identify personnel authorized to dispense supplies.
    - c. Establish a simple method for keeping a perpetual inventory.
- E. Master Inventory
- 1. The Master Inventory spreadsheets are located on the Department computers. They contain all the shotguns, laptops, pagers, cell phones, pepperball guns, Tasers, beanbag shotguns, and radios that are currently in use by the Department. Each district/section/unit is responsible to review all equipment that is identified as being in their possession. Inventories of all equipment will be conducted bi-weekly to coincide with the scheduled vehicle inspections.
    - a. A Form 17 will be prepared and emailed to Inspections Section addressing whether the inventories are accurate or listing any discrepancies or changes.

## F. Weapons Inventory

1. At intervals designated by the Police Chief, each district/section/unit will conduct an inspection and inventory of all weapons including shotguns, bean bag shotguns, pepper ball guns, and Tasers.
  - a. Districts/sections/units will account for all assigned items.
  - b. All changes in the inventory list for the above items will be forwarded to Supply Unit.
    - 1) Supply Unit will update and maintain the weapons inventory database kept at Supply.
  - c. Whenever a weapon is permanently taken out of service by the Firearms Training Unit or Tactical Planning Section, a Form 630 will be completed by Firearms Training Unit or Tactical Planning Section and forwarded to Supply Unit for updating of the weapons inventory database.
  - d. The Target Range and/or Tactical Planning Section will forward to the Supply Unit all information regarding newly purchased weapons received at those units. When a new weapon is placed in service, the unit of assignment information will be forwarded by the Target Range or Tactical Planning Section to the Supply Unit. Supply Unit will update the weapons inventory database.
  - e. The Target Range and/or Tactical Planning Section will forward to the Supply Unit on a Form 630 all information regarding weapons that are transferred to another unit. Supply Unit will update the weapons inventory database.

## G. Information Technology Management Unit (ITMU)

1. Information systems will be requested and purchased in accordance with Procedure 14.200, Information Systems.
2. The ITMU Commander will maintain an inventory record of all Police Department information technology.